

**TAB**

**SECRET**

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7. THAT LOG BOOKS MAINTAINED IN EXECUTIVE REGISTRY ON MATERIAL CLASSIFIED SECRET AND BELOW BE DESTROYED AFTER A RETENTION OF ONE YEAR.

The Office of Security has approved the destruction of logs maintained on secret and below documents after a retention of one year. This authority has Agency-wide application and is in effect in most offices of the Agency. The present accumulation in Executive Registry requires the use of one 4-drawer safe. Chief benefit of this destruction is economy, i.e., savings of \$123 in equipment plus floor space. If these logs cannot be destroyed at this time, it is suggested that they be transferred to the Records Center where the annual storage cost would be only \$10.64.

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